



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 1-10-17	<u>Interviewer:</u> Mohammed Cato	RFA #17 – 31
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> [REDACTED]		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male x Female ☐ Administrator ☐ Faculty ☐ Staff x Student ☐
 Concern Regarding: Male x Female ☐ Administrator x Faculty ☐ Staff ☐ Student ☐

Category: *(Please check at least one)*

- | | | | | |
|--|--|---|-------------------------------------|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input checked="" type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Sex/Gender | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

Time Line		
Date	Item	Comments
1-10-17	[REDACTED] met with MC	<p>[REDACTED] wanted to talk to MC about a conversation that he overheard involving [REDACTED]. [REDACTED] said that he attended a [REDACTED] meeting on Oct. 19th, 2016 in the [REDACTED] Conference Room. [REDACTED] and [REDACTED] were in the room according to [REDACTED] had to leave to address a matter at the [REDACTED]. While she was gone, [REDACTED] said that [REDACTED] took the conversation from who the [REDACTED] at [REDACTED] was to how [REDACTED] can identify the native tribe of an individual based on their physical and facial characteristics. [REDACTED] said that [REDACTED] mentioned a tribe and said that members of this tribe have large heads and have a distinct accent which [REDACTED] attempted to replicate. [REDACTED] said that he was deeply offended by [REDACTED] "diatribe of comparing native tribes like someone who would describe dog breeds." [REDACTED] indicated that he wanted someone from EO to talk to [REDACTED] and let him know that his conduct was offensive. MC was clear that he would talk to [REDACTED] about how [REDACTED] comments offended [REDACTED] and why but that MC was not saying that [REDACTED] comments rose to illegal discrimination. MC also explained the Discrimination Complaint Procedure to [REDACTED] including differences between the informal and</p>

		formal process. MC also discussed the Office's limits on confidentiality (including the Public Records Act) and the prohibition against retaliation, as well as resources and reporting options.
1-18-17	MC lets [REDACTED] know that he plans on meeting with [REDACTED] next week	
1-23-17	MC meets with [REDACTED]	[REDACTED] explains that he was not trying to offend anyone with his comments and was only trying to point out that some tribes have distinguishing physical characteristics. [REDACTED] wishes that [REDACTED] had approached him directly so they could've had a conversation about [REDACTED] feeling but understands how such a conversation could be awkward. MC discusses why [REDACTED] was offended but also makes it clear that EO is not accusing [REDACTED] of committing discrimination. [REDACTED] says that he understands and will be more mindful in the future and says that he is happy to talk to [REDACTED] if [REDACTED] is comfortable. MC indicates that he will pass on [REDACTED] openness to talking.
1-25-17	MC leaves a voicemail for [REDACTED]	
1-30-17	MC talks to [REDACTED]	MC shares his conversation with [REDACTED] to [REDACTED] [REDACTED] says that he will think about whether or not he wants to follow up with [REDACTED] and thanks MC for his assistance and talking to [REDACTED]